

Texas Job Order Print Document

Job Order: **13876575**

Print Date: **10/25/2019 2:55:31 PM**

Office: **Default Office - System set when no match found**

LWDB: **System Set LWIA - No Match Found**

Employer Information:

Employer Name: **COMMISSION ON JUDICIAL CONDUCT**

How to Apply: **Provide a State of %STATE% Application, Via Email**

Company Website: **NA**

Application Comments: **Please contact Kathryn Crabtree at 512/463-5533 or toll free 1-877-228-5750 if you have any questions or need assistance with the application process.**

Location:

Main Address:

**STATE COMMISSION ON JUDICIAL CONDUCT
300 W. 15TH STREET, #415**

AUSTIN, TX 78711

Mailing Address:

300 W. 15TH STREET, #415

AUSTIN, TX 78711

Contact:

Contact: **Kathryn Crabtree**

Phone: **(512) 463-5533 x** Fax:

Title: **Staff Services Officer**

Email: **kathryn.crabtree@scjc.texas.gov**

Job Details:

Occupational Code: **11101100 Chief Executives**

Job Title: **Executive Director**

Industry Code: **922110 - Courts**

Number of Positions: **1**

Earliest Date to Display: **10/25/2019**

Type of Job: **Regular**

Duration: **Over 150 Days**

Referrals: **100**

Last Date Job Order Will Display: **11/24/2019**

Job Time Type: **Full Time (30 Hours or More)**

Special Job Category:

Job Duties and Skills:

Description:

Position Title: Executive Director

Classification No: Exempt Position

Salary: To be determined

General Description

The candidate must be capable of insuring efficient operation and compliance with policy directives received from the Commission, which is comprised of 13 political, judicial and attorney appointees. In this role, the candidate will be responsible for managing all aspects of the State Commission on Judicial Conduct, including agency budget and fiscal planning, personnel, and administration of complaints against Texas judges. The candidate would serve as the agency's liaison to the Texas Legislature and Supreme Court, which promulgates the Texas Code of Judicial Conduct. The successful candidate will be able to deliver positive leadership to maintain a close-knit culture with a high priority on confidential communication and collaboration.

Examples of Work Performed

- Responsible for the management of the Commission, which includes reviewing allegations of judicial misconduct or disability of more than 3,700 Texas judges and judicial officers;
- Directs examiners and staff attorneys in investigation and presentation of complaints against Texas judges to the Commission to determine appropriate disciplinary action for judges who engage in willful or persistent misconduct;
- Coordinates with the agency's general counsel to advise and counsel the Commission;

- Represents the Commission in responding to inquiries from the judiciary, the public, the media, and other government officials;
- Oversees prosecution of formal proceedings that may be conducted before a Special Master, a Review Tribunal, and/or the Texas Supreme Court;
- Plans and directs post-sanction appeals before Special Courts of Review;
- Manages legal representation of the Commission with assistance of the Texas Attorney General;
- Monitors laws and regulations affecting the Commission;
- Supervises the preparation of sanctions, opinions, briefs, and other legal documents;
- Plans and directs the long-range budgetary plans necessary to implement agency programs;
- Plans and directs agency administration to ensure that program goals are achieved;
- Insures the maximum utilization of staff, facilities, and equipment; and, insures agency compliance with state and federal laws and policies.

General Qualification Requirements

Experience and Training

Should have extensive administrative experience, including considerable experience serving in supervisory or managerial capacity.

Education

Graduation from an accredited four-year college or university required. Juris Doctor and/or Master of Business Administration preferred with experience in government or law.

Knowledge, Skills and Abilities

- Knowledge of governmental agency administrative functions, policies, and procedures;
- Knowledge of relevant laws and regulations pertinent to the Texas judiciary;
- Knowledge of the functions of other agencies, departments and branches of State and local government;
- Sound understanding of jurisprudence, including the role of the judiciary in the administration of justice;
- Management abilities related to planning and directing the work of a State agency;
- Skill in hiring, training, and supervising professional personnel;
- Skill in detecting, analyzing and solving work problems;
- Ability to work effectively with a variety of individuals and groups.

Application Process: Applicants must submit a completed State of Texas Application and resume through the Texas Workforce Commission's online application process (WorkinTexas). For more information, please contact Kathryn Crabtree at (512) 463-5533 or toll free 1-877-228-5750.

The Commission is an Equal Opportunity Employer. The State Commission on Judicial Conduct does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Military Crosswalk 27A, 250x, 4402, 51JX Judge Advocate General

Special Software/Hardware Skills Needed: **No**

Special Skills: **Must have advanced knowledge of Microsoft Suite of software. Prior database software for case files and LexisNexis preferred.**

Job Requirements:

Minimum Age:

Test Done By: **NA**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **Doctorate Degree**

Months of Experience: **120**

Requires a Drivers License: **No**

Near Public Transportation: **Yes**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Pay Comments: **DOE (Depends on Experience)**

Supplemental Compensation: **No**

Hours per Week: **Hours Not Specified**

Actual Hours:

Shift: **Day**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Sick Leave, Flex-Time, 401K, Retirement/Pension, Flexible Benefit Account**

Other Benefits: **Full State of Texas benefits package offered.**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

- ☐ Contact Information
- ☐ Employment History ☐ Allow individuals that have never had a job to apply (eg. College graduates)
- ☐ Education History
- ☐ Certifications
- ☐ Desired Job Type

Other Information:

Green Job: **Not Specified**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **Yes**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **NA**

Status: **Veteran Hold**

Employer Status:

Reason: **NA**

Future Release From Hold:

Job Order Followup: **11/9/2019**